Elections
Nova Scotia

ORDINARY POLL HANDBOOK

For

Deputy Returning Officers

And

Poll Clerks

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the Chief Electoral Officer

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A Message from the Chief Electoral Officer

Thank you for agreeing to work as Deputy Returning Officer (DRO) or Poll Clerk for one of the polling stations on Election Day. Your work is a very important part of our democratic process.

Both the Deputy Returning Officer and the Poll Clerk are responsible for the proper conduct of the election. You must be both fair and seen to be fair by electors. Remember the following while performing your duties:

- Do not discuss politics at the polling station.
- Do not act as an agent or canvasser for a candidate.
- Do not accept food or drink from party representatives at the polling station. Bring your own or arrange for delivery.
- Be sensitive in your choice of clothing by avoiding wearing colors that may be associated with a particular party.

You are responsible only to your Returning Officer (RO), and not to any political party, candidate, or candidates' agent. Your instructions must come from your Returning Officer, even though you might have been appointed through the political process.

Thank you again for your contribution in this election.

PART I

BEFORE OPENING THE POLLING STATION

Voting Hours

The polls are open from 8:00 a.m. to 7:00 p.m.

Both the DRO and Poll Clerk should arrive at least 15 minutes early to set up the polling station before the polls open at 8:00 a.m.

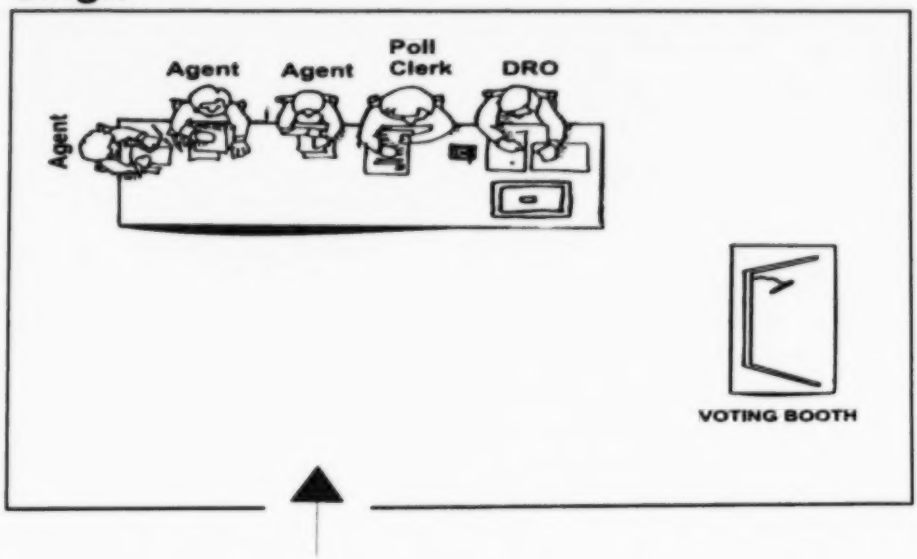
If your co-worker does not arrive, or you cannot gain entry to the polling station call the RO **immediately.**

Setting up Polling Station

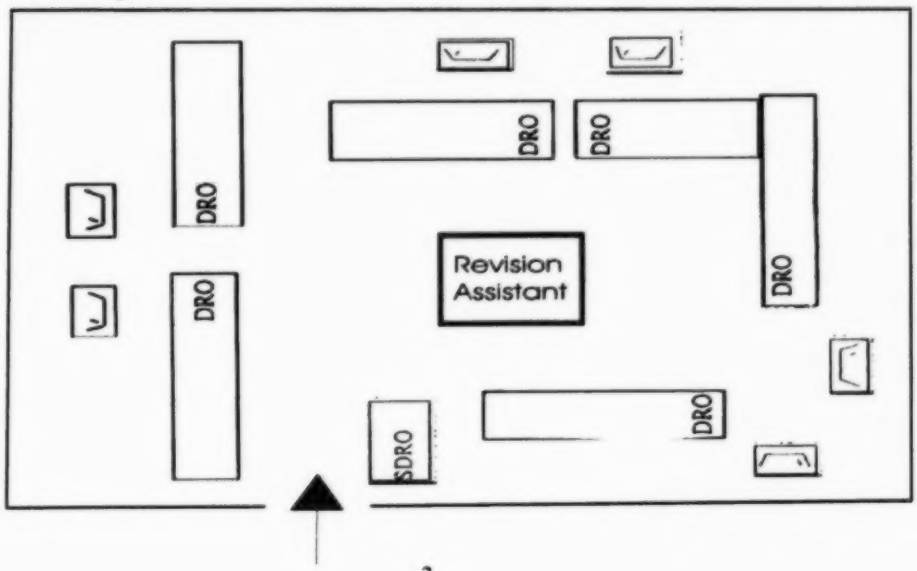
- ❑ Remove any partisan material from the polling station and from the area in and around the building containing the polling station.
- ❑ Set up the furniture in the polling station in such a way that:
  - ✓ Your table is the first thing the elector arriving will see.
  - ✓ You have a clear view of the voting booth.
  - ✓ Agents have a clear view of the election process, but will not obstruct you or the elector.
  - ✓ The voting screen is placed on the table in such a way that no one will see how the elector is marking the ballot.
- ❑ Place a pencil behind the voting compartment. Check periodically that the pencil is still in the compartment and that it is sharp.
- ❑ Post the **"Directions to Electors"** sign in a prominent place in the polling station.
- ❑ Put up the yellow plastic pennant (which says "VOTING PLACE") outside the polling station. It must be clearly visible to people looking for the polling station.
- ❑ If the accessible entrance is not the main entrance to the building, be sure to put up arrows directing people to the accessible entrance.
- ❑ Ensure that each agent in the polling station has presented you with his/her Appointment of Poll Agent form (Form ENS-02-520), and has taken and signed the Oath of Agent or Elector Representing Candidate (Form ENS-02-504) in the Poll Book. Give each agent an ID badge.

Setting up the Polling Station:

Single



Multiple



Verifying Ballots Received

DRO:

Follow these steps to verify the ballots received from the RO:

- ❑ Count the ballots and check their serial number in the presence of a witness.
- ❑ Allow any candidate, agents, or electors representing candidates who are present to also inspect and count the ballots if they wish.
- ❑ Initial the ballots in a uniform manner in the space provided on the back using pen or pencil. **Your initials must be seen when the ballot is folded.** Make no other identifying marks anywhere on the ballot.
- ❑ Complete the entries on the front cover of the Poll Book:
  - number of ballots received from RO.
  - the serial number of the long official seals.
  - your signature.

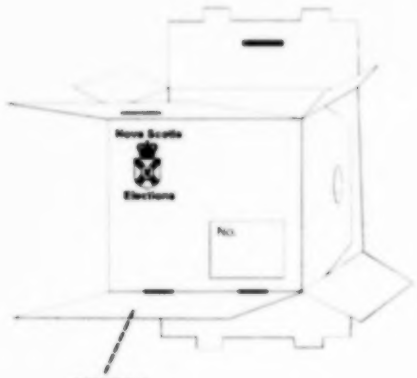
Assembling Ballot Box

DRO:

- ❑ Assemble ballot box, show that it is empty and then close it.
- ❑ Place the long numbered seals across the front closures, one at the top and one on the bottom.
- ❑ Place the short seals on each side opening.

See diagram for details.

ASSEMBLING THE BALLOT BOX



STEP 1

FOLD IN LONG FRONT FLAP ON BOTTOM

STEP 2

FOLD IN SHORT SIDE FLAPS ON BOTTOM

STEP 3

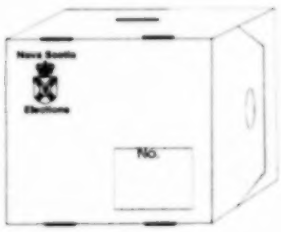
INSERT TABS INTO SLOTS ON BOTTOM

STEP 4

SHOW THAT THE BOX IS EMPTY

STEP 5

REPEAT STEPS 1-3 FOR TOP OF BOX

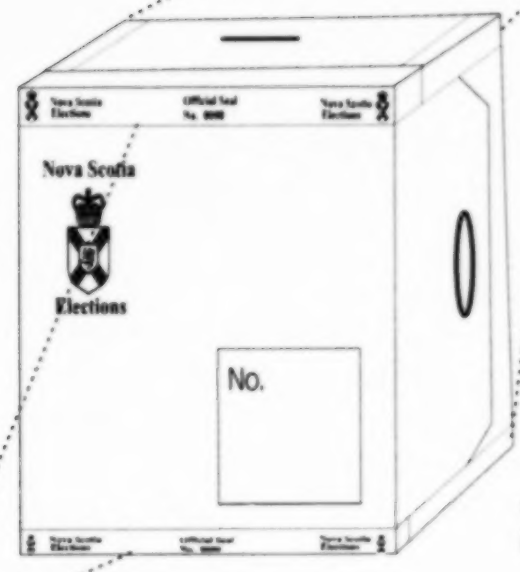


Placement of Ballot Box Seals

Short Seals - unnumbered (4 seals)

Place one short unnumbered seal on each side opening of the ballot box, two at the top and two at the bottom.

These are folded over the edges of the ballot box



* Also on other side of the bottom of ballot box

Long Seals - numbered (2 seals)

Place the long numbered seals over the front closures of the ballot box, one at the top and one at the bottom.

These are folded over the edges of the ballot box

Making Introductions and Setting Ground Rules Before Electors Arrive

DRO:

Introduce yourself and the Poll Clerk to:

- the Supervising DRO (if appointed).
- the Revision Assistant (if appointed).
- any agents of candidates who may be present at your polling station.

Make sure everyone understands that:

- electors are to go to the DRO first.
- people at the table may chat only when there is a lull in voting.
- agents may check the List of Electors to update their records only when there is a lull in voting.

Remind agents, in particular:

- ✗ No smoking in the polling station.
- ✗ No politics discussed in the polling station.
- ✗ No cell phone use permitted in the polling station. They must be turned **OFF.**

Be sure that each agent who has an appointment to your polling station takes and signs the Oath of Agent of or Elector Representing a Candidate (Form ENS-02-504) on page 3 of the Poll Book. You will also sign the oath.

PART II

PEOPLE PERMITTED IN POLLING STATION

Besides the DRO, Poll Clerk, and an elector voting, only the following people are allowed in the polling station:

Returning Officer or Election Clerk
Either may come to see how voting is proceeding or to deal with any difficulties at the poll.

Supervising DRO
The RO may appoint a Supervising DRO where there is a polling site with five or more polling stations. This election officer will:

- ✓ Meet electors as they enter the central polling place and direct them to the correct polling station.
- ✓ Assist the DRO by directing to the Revision Assistant electors who need to be added to the List of Electors and obtain a Certificate to Vote.
- ✓ Monitor activities and assist the DRO if there are any problems at the poll and, if necessary, report the problems to the RO.

Revision Assistant
A polling site with 3 or more polling stations will have a Revision Assistant to take applications from electors who are not on the List of Electors and have no Certificate to Vote. When an application is approved, the Revision Assistant issues the elector a Certificate to Vote (Form ENS-04-416) to present to the DRO before voting. If there is no Revision Assistant, the DRO is responsible for additions to the List of Electors. See instructions in the **Handbook for Deputy Returning Officers Acting as Revision Assistants.**

Candidates
A candidate may come to observe the voting or to greet the people working in the polling station. Candidates may also act as their own agent at the polling station.

Candidates' Agents
Each candidate is entitled to have 2 agents at the polling station. Agents must present their Appointment of Poll Agent (Form ENS-02-520) to the DRO and take the Oath of Agent of or Elector Representing Candidate, Form ENS-02-504 in the Poll Book.

An Elector Representing a Candidate
One elector may represent a candidate at the polling station, but only until the candidate's agent arrives. At that point, the elector must leave.

A Person needed to Assist an Elector
The *Elections Act* permits a person to enter the polling station to assist an elector with a disability or requiring and interpreter. Both the elector and the person assisting must leave the polling station once the elector has voted.

Candidate's Official Agent and Agent at Large
These agents can come into the polling station at any time, on presenting to the DRO their Poll Entry Certificate (Form ENS-02-519) signed by the RO. They will have taken the Oath of Secrecy before the RO and can act as poll agents if they wish.

Constable
The DRO or the RO may appoint a constable, if either deems it necessary to maintain good order in the polling station. (See section on Disturbance at the Polling Station in Part IV for the appointment process and the powers of a constable.)

Responsibilities of Agents:

Agents are at the polling station to observe the voting process on behalf of a candidate.

Agents can:

- ✓ witness the opening and closing of the polling station.
- ✓ observe the voting process.
- ✓ have access to the List of Electors to see who has voted, but only when there is a lull in the voting.
- ✓ challenge an elector, who must then take the Oath of Qualification.
- ✓ observe the marking of a ballot, if the DRO is acting as the friend of an elector requiring assistance.
- ✓ observe the counting of the ballots, with the ability to raise an objection to the acceptance or rejection of a ballot.
- ✓ sign the Statement of Poll.
- ✓ sign seals used to secure election materials.

Agents cannot:

- ✗ prevent an elector from voting.
- ✗ stop or disrupt the voting process.
- ✗ engage in partisan activity at the poll.
- ✗ wear any badges, pins, emblems, or similar things identifying them as supporters of a particular candidate.
- ✗ prevent a ballot from being counted, if the DRO accepts it.
- ✗ approach electors entering the polling station to check their identity.

Notify the Supervising DRO if one is present, or your RO if an agent is not cooperating as required.

PART III
THE VOTING PROCESS

Who May Vote on Ordinary Polling Day?

- Any elector whose name is on the Official List of Electors for your polling station.
- Electors with an original Transfer Certificate.
- Electors with a completed Certificate to Vote.

Notes about Transfer Certificates

Electors (candidates, agents, poll officials, and disabled electors) with Transfer Certificates may vote at the polling station after presenting the original Transfer Certificate to the DRO. You will have copies of any Transfer Certificates issued to electors on the List of Electors for your polling station. If any of these electors on your List of Electors subsequently decides to vote at your polling station, the elector must surrender the original Transfer Certificate to you before voting.

Voting Steps

- Each elector gives their name and address to the DRO. An elector may produce a Confirmation of Registration Notice at the same time, but this is not a requirement.
- The Poll Clerk looks for the elector's name on the List of Electors, then,

If electors' name is NOT on the List of Electors:

- DRO first asks if elector has a Transfer Certificate or a Certificate to Vote.
- If elector has a Transfer Certificate, elector is allowed to vote and Poll Clerk enters required information in Poll Book.
- If elector has a Certificate to Vote, elector is allowed to vote and Poll Clerk enters required information in Poll Book.

If elector has NO Certificate to Vote:

and there is a revision assistant

- DRO directs the elector to the Revision Assistant to apply for a Certificate to Vote.

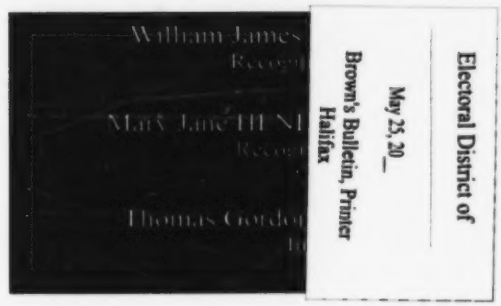
and there is no revision assistant

- DRO helps or directs the elector to complete the application for a Certificiate to Vote (See Booklet: **Handbook for Deputy Returning Officers Acting as Revision Assistants**).

If an elector's name is on the List of Electors and the elector has not previously voted:

- The Poll Clerk reads out loud (if there are any agents present) the consecutive number of the elector on the List of Electors and crosses the elector's name off the List of Electors.
- DRO allows elector to vote.
- DRO tears off the ballot from the book between the stub and the counterfoil.
  - Ensure that you have initialed the ballot in a uniform manner on the back using pen or pencil. DRO's initials are an important part of the evidence required to validate ballots when counting the votes.
  - Fold the ballot paper in such a way that your initials can be seen when the ballot is folded. See diagrams on how to handle ballots on the following pages.
  - Give the folded ballot to the elector.
  - Tell the elector to go to the voting screen to mark the ballot and return the marked ballot folded in the same way with the counterfoil in place.
- Without unfolding the ballot, and taking care not to see how the elector voted, ensure that it is the same ballot you gave the elector by checking your initials and the serial number on the ballot.
- If the ballot is returned folded incorrectly and your initials cannot be seen without unfolding it, give the ballot back to the elector to fold it properly. The elector may go back behind the voting screen to do so.
- In full view of the elector and all others present, remove and destroy the counterfoil then deposit the ballot in the ballot box without looking to see how the elector has voted.
- See that the elector leaves the polling station.

FOLDING THE BALLOT



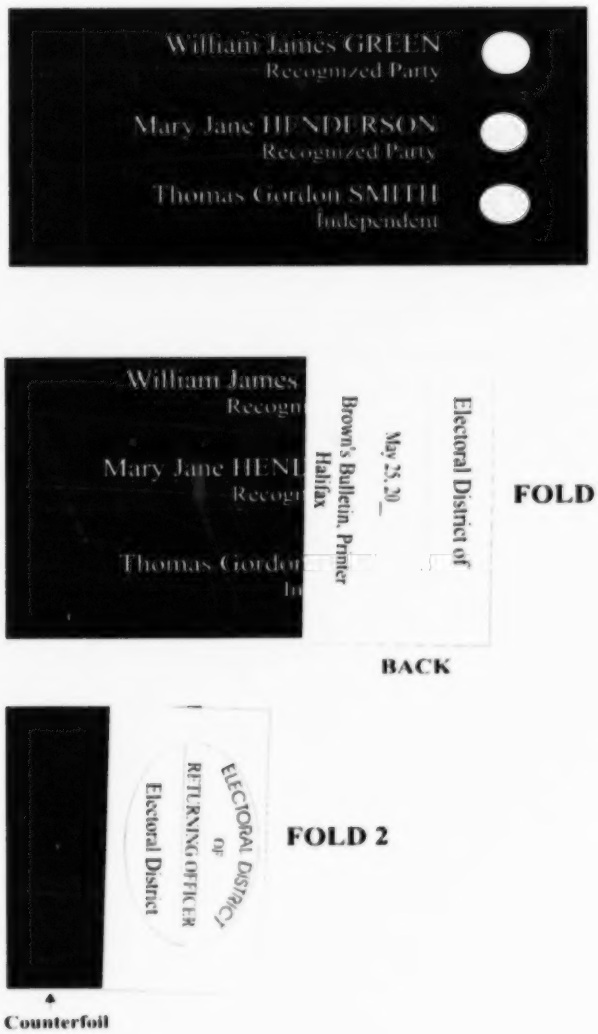
FOLD 1

BACK

FOLD 2

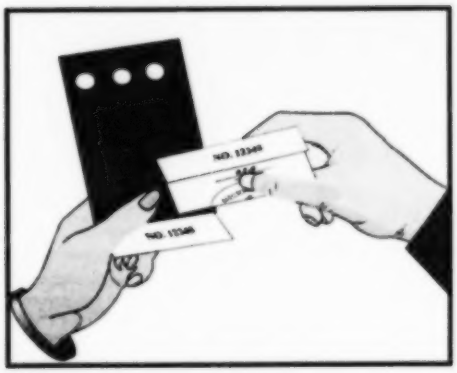
Counterfoil

FOLDING THE BALLOT

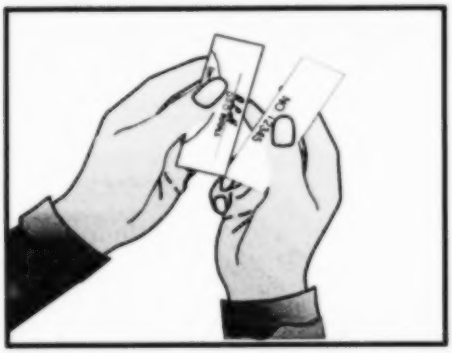


AFTER ELECTOR RETURNS BALLOT

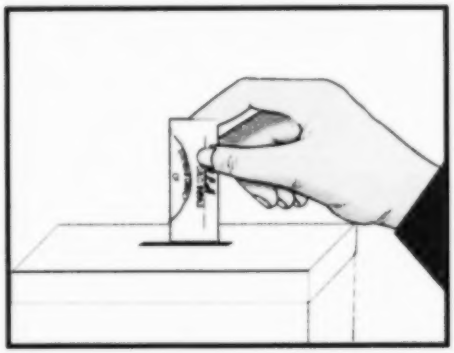
Check serial number printed on back of counterfoil against serial number printed on stub, check initial affixed on back of ballot paper.



Remove counterfoil from ballot paper



Put ballot paper into ballot box in the presence of the elector.



Poll Clerk's Entries in the Poll Book:

Consecutive No.	No. On List of Electors "C" for Certificate to Vote	Poll No.	Name Of Electors (Family name first)	Civic Address	Voted	Sworn or Affirmed	Refused to swear or affirm	Transfer	Remarks

The Poll Clerk must enter the following information for every elector:

- Under **"Consecutive No.,"** the next consecutive number starting with number "1" for the first elector to vote at the polling station.
- Under **"No. On List of Electors,"**:
  - A number such as 150, which shows that the elector was number 150 on the official List of Electors used at the polling station.
  - A **"C"** If the elector used a Certificate to Vote.
  - If the elector used a Transfer Certificate to Vote, the handwritten number such as 10, filled in the space provided.
- Under **"Name of Electors,"** write the name of the elector, family name first.
- Under **" Civic Address,"** write the civic address of the elector.

The Poll Clerk MUST put a check mark under one or more of the following headings, as appropriate:

- **"Voted"** as soon as the ballot is put in the ballot box.
- **"Sworn or Affirmed"** for an elector who takes an oath.
- **"Refused to Swear or Affirm"** for an elector who refuses to take an oath.
- **"Transfer"** for an elector who use a Transfer Certificate to vote.

- Under **"Remarks"**, enter:

- Nature or form number of oath, if the elector has taken an oath.
- Other appropriate remarks.

In addition:

- If the elector used a Certificate to Vote, place it in Envelope "H", without sealing the envelope.
- If the elector used a Transfer Certificate, place it in Envelope "F", without sealing the envelope.

The DRO may also direct that certain entries are made in the Poll Book.

Further details of other Poll Book entries are included in the next sections.

PART IV

SPECIAL SITUATIONS AT THE POLL

Administration of Oath

Several situations require an oath to be taken at the poll. The DRO administers the Oath as follows:

- ❑ Ask the person taking an oath to choose to swear or affirm it. You must allow this choice. People who choose to swear do so on the Bible or other religious book by placing their right hand on the book while swearing the oath. Those who choose to solemnly affirm do so without holding a religious book.
- ❑ Ask the person to either read the oath out loud or repeat each sentence after you.
- ❑ Ensure that the name of the person taking the oath is entered and signed where required. If the person cannot write, ask the person to make a mark and have someone witness the mark.
- ❑ Representatives of candidates must sign the Oath of Agent of or Elector Representing a Candidate, Form ENS-02-504 in the Poll Book.

SPECIAL SITUATIONS REQUIRING OATH

Elector Assisted by a Friend to Mark the Ballot

If an elector is unable to read or has a visual impairment or other physical disability, the elector may be assisted by a friend or by the DRO to mark the ballot. A "friend" in this case is a person who accompanies an elector to the polling station and assists the elector in marking the ballot. A person can only act as a friend of one elector at the election, unless the person is a child, grandchild, husband, wife, sister, brother, or parent of the elector.

DRO:

- ❑ Have the elector take the Oath of Elector Requiring Assistance, Form ENS-02-506 in the Poll Book.
- ❑ Have the friend take either
  - The Oath of Friend of Elector Requiring Assistance (family), Form ENS-02-507 in the Poll Book.
  - The Oath of Friend of Elector Requiring Assistance (non-family), Form ENS-02-508 in the Poll Book.
- ❑ Give the ballot to the elector, or to the friend of elector if the elector is unable to hold the ballot.
- ❑ The elector and friend (and no one else) then go together behind the voting screen and vote secretly.

Poll Clerk:

Enter in the Poll Book opposite the name of the elector

- ✓ Check mark under the **"Sworn or Affirmed"** column.
- ✓ Under the **"Remarks"** column, write
  - The reason for assistance.
  - Oaths numbers.
  - Name of person who assisted.

Elector Assisted by the DRO

The DRO can also act as the friend of an elector and assist the elector in marking the ballot.

DRO:

- ❑ Have the elector take the Oath of Elector Requiring Assistance, Form ENS-02-506 in the Poll Book.
- ❑ Accompany the elector to the voting compartment in the presence of an agent or elector representing each candidate, if present.
- ❑ Ask the elector which one of the candidates the elector wishes to vote for and mark the ballot paper according to the direction of the elector.
- ❑ Place the ballot paper in the ballot box.

Poll Clerk:

Enter in the Poll Book opposite the name of the elector

- ✓ A check mark under the **"Sworn or Affirmed"** Column
- ✓ Under the **"Remarks"** column,
  - The reason for assistance.
  - Oath Number.
  - Name of DRO who gave assistance.

Challenging an Elector

The DRO, Poll Clerk, agent, or elector representing a candidate may challenge an elector if any of them believes that the elector is not qualified to vote or may believe that the elector is not who he or she claims to be. This can take place even if the elector is on the List of Electors or has been issued a Certificate to Vote by a Revision Assistant.

Where an elector is challenged, take the following steps:

DRO:

- ❑ Have the elector take the Oath of Qualification, Form, ENS-02-505 in the Poll Book.
- ❑ Once the elector takes the oath, permit the elector to vote, whether or not the challenger is satisfied that the elector is qualified to vote.
- ❑ If the elector refuses to take the oath, do not permit the elector to vote.

Poll Clerk:

Enter in the Poll Book opposite the name of the elector

- ✓ Check mark in the **"Sworn or Affirmed"** column.
- ✓ Note oath number in the **"Remarks"** column, or
- ✓ Check mark in the **"Refused to Swear or Affirm"** column, if the elector refuses to take required oath.

Errors on the List of Electors

If an elector gives a name and address that is not on the List of Electors, but which is very similar to one on the List of Electors, the elector can vote if the DRO is satisfied that the name and address on the List of Electors is intended to refer to the elector.

DRO:

- ❑ Have elector take Oath as to Error on the List, Form ENS-05-511 in the Poll Book.
- ❑ If you have doubts over qualifications, have the elector take the Oath of Qualification, Form ENS-02-505 in the Poll Book.

Poll Clerk:

Enter in the Poll Book opposite the name of the elector

- ✓ Check mark in the **"Sworn of Affirmed"** column.
- ✓ Note oath number in the **"Remarks"** column.

Personated Elector (Someone Voted Using the Elector's Name)

If someone else has voted using an elector's name, the elector may still vote.

DRO:

- ❑ Have the elector take Oath of Personated Elector, Form ENS-02-509 in the Poll Book.
- ❑ If you have doubts over the elector's qualifications, have the elector take the Oath of Qualification, Form ENS-02-505 in the Poll Book.

Poll Clerk:

Enter in the Poll Book opposite the name of the elector

- ✓ Check mark in the **"Sworn or Affirmed"** column.
- ✓ Oath number in the **"Remarks"** column.

Elector Requiring an Interpreter

If the DRO does not understand the language spoken by an elector and cannot communicate with the elector, the DRO must get an interpreter. The elector is not allowed to vote until an interpreter is available to enable communication between the DRO and the elector.

DRO:

- ❑ Have the interpreter take the Oath of Interpreter, Form ENS-02-510 in the Poll Book.

Poll Clerk:

Enter in the Poll Book opposite the name of the elector.

- ✓ A note that an interpreter was required.
- ✓ Note oath number in the **"Remarks"** column.

SPECIAL SITUATIONS THAT DO NOT REQUIRE OATH

A Visually Impaired Elector Using a Template to Vote

An elector who is visually impaired can ask to use a template to vote.

DRO:

- ❑ Place the template over the ballot so that the circle at the right of the first name on the ballot is aligned with the first circle on the template, and have the rest of the circles on the ballot aligned with corresponding holes in the template.
- ❑ Tell the elector the names and political affiliations of the candidates in the same order as they appear on the ballot paper.
- ❑ Fold the ballot and instruct the elector how to re-fold the ballot after marking it. (The elector should re-fold the ballot using the ridges left when the ballot paper was folded by DRO).
- ❑ Direct or assist the elector to the voting screen and ensure that the ballot is marked in secrecy.
- ❑ The elector returns the marked ballot to you, and you place it in the ballot box.

Elector Who Damages or Mis-marks Ballot

If an elector has damaged or mis-marked a ballot, the ballot may be exchanged for a new one.

DRO, without examining how the elector voted,

- ❑ Write "cancelled" across the back of the ballot.
- ❑ Place cancelled ballot in Envelope "A" for Cancelled Ballot Papers.
- ❑ Issue another ballot to the elector.

NOTE: An elector is entitled to receive only one new ballot paper.

Elector Who Decides Not to Vote:

An elector may take a ballot paper and then decide not to vote. The elector must return the ballot paper to the DRO.

DRO, without showing the ballot to anyone:

- ❑ Write "cancelled" across the back of the ballot.
- ❑ Place cancelled ballot in Envelope "A" for Cancelled Ballot Papers.

Do not give the elector another ballot.

Disturbance at the Polling Station

One of the responsibilities of the DRO is to maintain peace and good order at the polling station. If there is a disturbance, the DRO must contact the RO right away. If the situation warrants, the DRO may appoint a constable, using an Appointment of Constable (Form ENS-02-526), or call the police and order the person disturbing the peace to be held in custody until the close of the poll. To do this,

- The DRO writes the following on a piece of paper: "Hold (insert the name of the arrested person. If you do not know the name, insert "the person delivered to you") in custody until 8:00 p.m. this afternoon."
- The DRO then signs the paper and gives it to the constable or police officer.

PART V
CLOSING THE POLL AND COUNTING THE VOTES

When to Close the Poll

The poll **MUST BE CLOSED** at 7:00 p.m. sharp.

When Electors are Waiting to Vote

If there are electors waiting to get into the polling station at 7:00 p.m., they are entitled to vote and the DRO must follow these rules:

- ❑ Allow all the electors waiting to get into the polling station to come in and close the door. Make a list of the electors and take their votes.
- ❑ The poll must close once the last of the electors on your list has voted. Electors who arrive after closing time **must not be allowed to vote.**

As soon as the poll is closed, DRO and Poll Clerk prepare to count the ballots.

Who May Be Present for the Count?

- ✓ DRO and Poll Clerk.
- ✓ Candidates.
- ✓ One agent per candidate (a second may be admitted on request). If no agents are present, an elector representing a candidate.

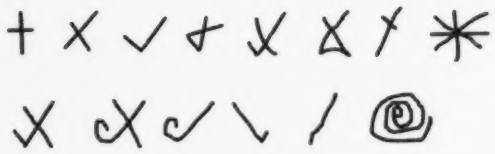
The count must be done in the presence of at least two witnesses. If necessary, the DRO must recruit two electors to be witnesses. The Poll Clerk can act as one of the required witnesses. **No one should enter or re-enter the polling station after the doors are closed and the count is underway.**

Acceptable and Unacceptable Ballots

The counting of ballots is a very important part of DRO duties. Take your time and do the count with care.

Review the following guidelines on acceptable ballots, including the rules for handling irregular ballots:

- The *Elections Act* requires that a ballot must be marked "with a pencil or a pen in the circular space on the ballot paper at the right of the name of the candidate for whom the elector intends to vote with a cross, an 'X' a check mark, or a line."
- The general rule is that any ballot that clearly shows the elector's intention to vote for a particular candidate without identifying the elector must be accepted. The following are examples of acceptable marking and samples of ballots that should be counted:

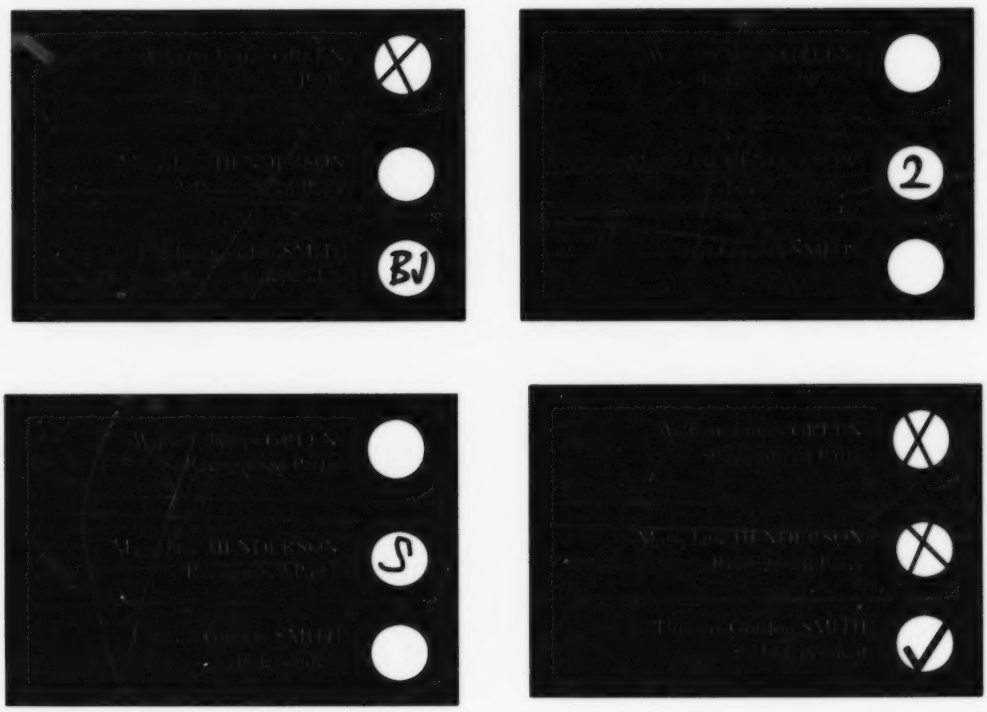


ACCEPTED BALLOTS

The ballots that must be rejected are as follows:

- ✗ Those not supplied by the DRO.
- ✗ Those not marked for any candidate.
- ✗ Those marked for more than one candidate.
- ✗ Those marked in such a way that it is unclear who the elector voted for.
- ✗ Those marked in such a way as to identify the elector.
- ✗ Those not marked in the circular space to the right of the candidate's name.

REJECTED BALLOTS



IRREGULAR BALLOTS either have counterfoil attached or have not been initialed by the DRO. These ballots can be counted if the following steps are taken:

When Counterfoil is attached:

- ✓ Without examining the ballot or showing it to anyone, the DRO removes and destroys the counterfoil in the presence of those at the count.
- ✓ DRO counts the ballot.

When Ballot is not Initialed:

- ✓ First, DRO must be satisfied that he or she issued the ballot, then,
- ✓ DRO initials the ballot and counts it.

Steps to Count Ballots

Follow these steps when ready to count votes:

Step 1: Complete the Record of Poll in the Poll Book

- ❑ Draw a line under the last name of a elector in the Poll Book.
- ❑ Complete the Record of Poll in the Poll Book by counting the number of electors listed in the Poll Book, then write under the line the following: "The number of electors who voted at this election in this polling station is (state the number)." Sign the Poll Book following this notation.

NOTE: Your total count of the number of electors who voted should be the same as the last consecutive number entered in the Poll Book.

Step 2: Count Cancelled Ballots and Any Unused Ballots

- ❑ Take the cancelled ballot papers from Envelope "A" and count them.
- ❑ Write the total number of cancelled ballots on the front Envelope "A".
- ❑ Place the cancelled ballots back into Envelope "A" and seal it with a gummed paper seal.
- ❑ DRO and Poll Clerk then sign the seal and ask any witnesses who may wish to also sign it.
- ❑ Count the UNUSED ballot papers. Do not detach ballots from the books.
- ❑ Mark the number of unused ballot papers on the front of Envelope "B".
- ❑ Place the unused ballots in Envelope "B".
- ❑ Place all stubs of used ballots in Envelope "B", and then seal it with a gummed paper seal.
- ❑ DRO and Poll Clerk then sign the seal and ask any witness who may wish to also sign it.

Step 3: Record Entries on the Statement of Poll

- ❑ Enter the number of ballots received from the RO on line 1.
- ❑ Enter the number of cancelled ballots in Envelope "A" on line 5 (from step 2).
- ❑ Enter the number of unused ballots in Envelope "B" on line 6 (from step 2).

Step 4: Distribute Tally Sheets

- ❑ DRO counts the votes and Poll Clerk tallies them.
- ❑ Give Tally Sheets, Form ENS-02-515 in the Poll Book, to the Poll Clerk and to at least two other persons present. There are 6 Tally Sheets.
- ❑ Each person with a Tally Sheet enters the names of the candidates in the spaces provided across the top.

Step 5: Open the Ballot Box and Empty the Contents on Table

- ❑ Remove or cut seals to open ballot box top.
- ❑ Empty the ballots on the table.
- ❑ Check bottom flaps and ensure that no ballot paper is stuck between flaps.

Step 6: Count the Ballots

Remember:

- ❑ DRO is responsible for and in charge of the counting of the ballots.
- ❑ Do not let anyone rush you.
- ❑ Handle each ballot in such a way that others present can see how it was marked, but DO NOT pass the ballot paper around.

Counting Process:

DRO:

- ❑ Unfold one ballot paper at a time, and make sure that the DRO's initials are on the back.
- ❑ If you decide that the ballot is to be counted, call out the name of the candidate marked on the ballot.
- ❑ For each candidate you call, the Poll Clerk records the vote on the Tally Sheet. Others with Tally Sheets may also record the vote.
- ❑ Place the ballot papers counted for each candidate in a separate pile on the table.
- ❑ If you decide that a ballot is to be rejected, place it in Envelope "C" for Rejected Ballots.

Objections:

- ❑ An agent or elector representing a candidate may object to your decision to count or reject a ballot. Consider the objection, but remember that you have the final decision on whether the ballot is to be counted or rejected.
- ❑ Record each objection on the Record of Objections, Form ENS-02-516 in the Poll Book. Number the objections consecutively and write the same consecutive number and your initials on the back of the ballot in question.
- ❑ If you count a ballot objected to, place it with the other ballots for the candidate. If you reject a ballot objected to, place the ballot in Envelope "C" for Rejected Ballots.

Step 7: Complete Statement of Poll and Report Results

- ❑ Record the number of ballots for each candidate on line 2.
- ❑ Place the ballots cast for each candidate in a separate Envelope "D". Write the name of the candidate and the number of ballots on the outside of the envelope.
- ❑ Count the number of rejected ballots in Envelope "C", and write the number of ballots on the outside of the envelope. Place the rejected ballots back in Envelope "C".
- ❑ Record the number of rejected ballots in Envelope "C" on line 3.
- ❑ Count the number of Certificates to Vote in Envelope "H" and write the number on the outside of the envelope and place them back in Envelope "H".
- ❑ Enter the number of electors who voted using Certificates to Vote (Envelope "H").
- ❑ Count the number of Transfer Certificates in Envelope "F" and write the number on the outside of the envelope and place them back in Envelope "F".
- ❑ Record the number of electors who voted using Transfer Certificates (Envelope "F").
- ❑ Seal each envelope with gummed paper seal. DRO and the Poll Clerk sign the seal. Any agents present may sign the seal if they wish.
- ❑ Complete the Statement of Poll by filling in the remaining information on the number of names on the List of Electors for the polling station and the number of electors recorded in the Poll Book as having voted.
- ❑ The DRO and Poll Clerk sign the Statement of Poll. Any agents present may also sign the Statement of Poll if they wish.
- ❑ The DRO and the Poll Clerk must complete at least the first two Statements of Poll in the Poll Book.
  - Leave the first copy in the Poll Book.
  - Detach the second copy and place it in Envelope "E".
  - Any additional copies are for agents at the poll, and are completed on request of the agent.
  - TELEPHONE the RO immediately and report the results. Remember, the RO must be the first to have the results before they are released to anyone else. The Returning Officer will accept collect calls.

Step 8: Secure and Return Election Materials

- ❑ Put the following in Envelope "E":
  - ✓ Statement of Poll.
  - ✓ Envelope "G" (for Certificates to Vote issued by DRO at polling place with 1 or 2 polls), if applicable.
  - ✓ Appointment of Constable, if applicable.
- ❑ Put the following in Envelope "J":
  - ✓ Poll Book.
  - ✓ Envelope "A".
  - ✓ Envelope "B".
  - ✓ Envelope "C".
  - ✓ Envelope "D".
  - ✓ Envelope "F".
  - ✓ Envelope "H".
  - ✓ The Official List of Electors used at the poll.
  - ✓ All other documents used at the poll.

NOTE: DO NOT place Envelope "E" in Envelope "J".

- ❑ Seal the flap of Envelope "J" with the seal marked POLL RETURN ENVELOPE J. The DRO and the Poll Clerk then sign the seal. Any agent present may also sign the seal if they wish.
- ❑ Place other materials used at the polling station in one of the blank envelopes.
- ❑ Deliver the following to the RO
  - ✓ Envelope "E".
  - ✓ Envelope "J".
  - ✓ Blank Envelope with other polling station materials.
  - ✓ Ballot Box.